

NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY



Printing Operations Technician 3

SALARY RANGE: \$49,263.43 - \$69,662.11 (R20)

WORKWEEK: NE (35 hour workweek)

POSTING PERIOD FROM: February 17, 2017

TO: March 3, 2017

OPEN TO: ☐ Unit Scope:

☐ Division Wide

☐ Department Wide (open to Treasury employees)

☒ State Wide (all Departments/State employees)

DIVISION/LOCATION:

Division of Administration

Print Shop

101 Carroll Street

Trenton, NJ 08625

JOB DESCRIPTION:

The Division of Administration's Print Shop seeks a Printing Operations Technician 3 to supervise the staff of the press room. This position will schedule and assign work performed in the press room, paying strict attention to project due dates in order to determine how much production time is required on each project. Responsible for press room staff performance evaluations utilizing ePAR. Enters staff work assignments into the File Maker program at the time of assignment and upon completion. Ensures that deadlines are met for all printing projects. Determines and mixes ink colors required for projects in the press room using the Pantone Matching System. Maintains the efficiency of the press room by ensuring that the press operator work areas are kept clean at all times and free of any excess ink, paper dust build-up, etc. and that press operators perform the proper equipment maintenance. Assists press operators with the diagnosis of mechanical equipment problems and when necessary performs minor adjustments and/or repairs. Notifies management of repairs that must be performed by the contracted vendor. Ensures that all necessary supplies are available to staff in the press room. Does other related duties as required.

REQUIREMENTS: Open to full-time STATE employees who have permanent status in a competitive title and who meet the below listed requirements.

EDUCATION: Completion of a vocational, technical, or specialized training program in graphic and printing communications with course work including printing techniques, copy preparation, composition and layout, and graphic art.

EXPERIENCE: Five (5) years of experience in work involving printing and graphic art techniques, layout, equipment, and supplies.

NOTE: Applicants who do not possess the required education may substitute three (3) years of additional nonsupervisory experience.

If you qualify and are interested, please submit your resume, cover letter and Application for Employment, by email only. All submissions must be received by 5:00 pm (close of business) on the last day of the posting period.

Department of the Treasury
Division of Administration/Human Resources
Employment Recruiter
Email address: EmploymentRecruiter@treas.nj.gov
(subject line: Printing Operations Technician 3)

To obtain an Application for Employment, go to: <http://www.nj.gov/treasury/administration/pdf/hr-application.doc>. Your application must be completed in detail, including names and phone numbers of supervisors, dates of all employment and the reason for leaving. Be sure to answer all questions. In addition, please include (3) business references on your application.

THIS IS NOT A PROMOTIONAL ANNOUNCEMENT. Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

JOB POSTING AUTHORIZED BY:


Douglas J. Ianni, Human Resources Officer

The State of New Jersey is an Equal Opportunity Employer